

EXECUTIVE COMMITTEE ATTENDANCE

Partner	Primary member	
City of Burlington	Brian Lowe	<i>Chief of Staff</i>
City of Burlington Police Department	Brandon del Pozo	<i>Chief of Police</i>
Howard Center	Bob Bick	<i>Executive Director</i>
United Way, NW VT	Amy Carmola	<i>Director of Community Impact</i>
UVM Medical Center	Eileen Whalen	<i>President & Chief Operating Officer</i>
VT Department of Health	Harry Chen	<i>Commissioner</i>
CCRPC	Charlie Baker	<i>Executive Director</i>
UVM Medical Center	Stephen Leffler	<i>Chief Medical Officer</i>
CCOA	Sam Francis-Fath	<i>Data Manager</i>

AGENDA

Topic	Discussion	Time	Notes/Action Steps
CCOA Structure and Role Expectations	<ul style="list-style-type: none"> ▪ CCOA Structure ▪ Next Steps 	20 mins	
Budget- FY 17 & 18	<ul style="list-style-type: none"> ▪ Review Budget and Projected Expenses ▪ Approve FY17 Budget 	10 mins	
Adding a Project Assistant (.5 FTE)	<ul style="list-style-type: none"> ▪ Review Job Description ▪ Expected Costs 	10 mins	
Community Engagement Kick-off Details	<ul style="list-style-type: none"> ▪ Date- Mon, May 15th & Tues May 16th Details (location, sponsor, importance) ▪ Review Drafts: <ul style="list-style-type: none"> ✓ Invitation letter- the 4 “signers” ✓ CCOA marketing materials ✓ Meeting agenda 	20 mins	
Discussion	Top 100 Partner List Exercise- Additions/Brainstorm	20 mins	
Closing	Next Steps	5 mins	